

County of San Diego  
Revised: December 20, 2001  
Reviewed: Spring 2003

**CLERK OF THE BOARD ASSISTANT I**  
**CLERK OF THE BOARD ASSISTANT II**  
**CLERK OF THE BOARD ASSISTANT III**

**Class No. 002904**  
**Class No. 002900**  
**Class No. 002902**

**DEFINITION:**

To perform a wide variety of tasks to provide support to the Board of Supervisors and county departments and to provide services to the public.

**DISTINGUISHING CHARACTERISTICS:**

Positions allocated to these classes are found only in the Department of the Clerk of the Board of Supervisors.

**Clerk of the Board Assistant I:**

This is the first-working level in the Clerk of the Board Assistant series. Under general supervision, incumbents perform a wide variety of clerical duties of average difficulty; process and maintain Board records and files; and provide county government-related information to the Board of Supervisors, county employees, other governmental agencies, and the public. Incumbents also provide backup support to the Board Assistant II.

**Clerk of the Board Assistant II:**

This is the journey-level class in the series. Under general supervision, incumbents coordinate and perform tasks that require a higher level of experience, provide technical guidance and training, and provide backup support to the Board Assistant III.

**Clerk of the Board Assistant III:**

This is the lead class in the series. Under general direction, incumbents are responsible for the activities of one or more operational units. Incumbents possess a thorough working knowledge of codes, rules and procedures pertaining to the unit and hearing boards, and handle the more complex assignments.

These classes differ from the general clerical series in that the Clerk of the Board of Supervisors Department provides specialized services in support of the Board of Supervisors, special districts such as the Air Pollution Control District, and the Assessment Appeals Board. Incumbents handle a high volume of phone and counter contact to respond to queries by elected officials, county staff, public and media and use various automation systems.

**EXAMPLES OF DUTIES:**

**Clerk of the Board Assistant I:**

Inputs Board of Supervisors, special districts, and hearing board agendas, indices, statements of proceedings and minute order documents using automated system; distributes agendas, backup documentation and statements of

proceedings; processes minute orders through the data entry, downloading, scanning and printing processes; categorizes, summarizes, and inputs communications received for the Board of Supervisors official records; prepares master calendar and room schedules; maintains and inputs Board of Supervisors and hearing board meeting calendar on a regular basis; performs coding compilation and transmittal of data to appropriate operating environment; processes appeals for nuisance abatement, taxicab license, firearms, second hand dealers and solicitors; inputs and processes Assessment Appeals applications, stipulation agreements, withdrawal requests and invalid letters; reviews and evaluates documents; attends Hearing Board meetings and summarizes official actions within specific time frames; reviews and processes Board actions regarding maps, appointments to boards, commissions and committees, Board of Supervisors policies, resolutions, ordinances, and the release of sureties; posts agendas for county-wide boards, commissions, committees and departments to comply with legal requirements and timing restrictions; reviews receipts; processes renewals; maintains tracking system for all copy requests; collects and prepares data for billing of various departments; processes invoices for payment; administers oath of office, as necessary, for County Counsel, boards, commissions and committees; receives and prepares annual community enhancement applications relating to Transient Occupancy Tax Funds for county budget; prepares official records for Department, Board of Supervisors, special districts, and hearing boards for microfilming and offsite storage; determines processing requirements of documents prior to Board of Supervisors, Sanitation, Housing, Flood Control and Air Pollution Control District meetings to meet established deadlines; reviews and receives court-related litigation papers; processes filings of Incompatible Activities; maintains registration of lobbyist and track lobbyist activities; and prepares annual Public Agencies filings to the State; coordinates meeting schedule for Board chambers and conference rooms, including identifying and processing reservations; provides notary services; and processes United States passport applications.

#### Clerk of the Board Assistant II:

All of the duties listed above plus: reviews and processes items submitted for the Board of Supervisors, special districts and hearing board agendas; processes minor and major subdivision maps relating to the collection of taxes by receiving letters of credit, bonds and cash deposits; prepares and processes cash authorization for the payment of property taxes; prepares warrants for cash refunds; processes the release of tax guarantees upon notice of tax payment and release of securities; coordinates process for nuisance abatement, taxicab license, firearms, second hand dealers and solicitors hearings, legal notices and documents; coordinates legal hearing notices process to ensure publication of Board of Supervisors documents and meeting notices; coordinates placement of official documents on the Internet; reviews and prepares the official notice of agenda items continued; maintains various computer logs for Board-adopted documents; reviews and makes recommendations for update of section procedure manual; coordinates Board of Supervisors policy manual updates, including transmittal letter, table of contents, and index pages; coordinates the Statement of Economic Interests and biennial review of the Conflict of Interest Codes processes; coordinates the Board of Supervisors appointments to boards, commissions and committees, including verification of candidates and vacancies; responds to the more complex inquiries from county staff, public and media for Board records; coordinates the assemblage and distribution of documents for various Board meetings under strict time constraints; provides direction to subordinate personnel; coordinates parking permit process for CAC complex; coordinates departmental telephone/network service requests; provides assistance with safety related incidents at the CAC complex; performs inspections of custodial contract service performance for compliance with contract specifications; coordinates purchasing system for facilities program; and provides backup to supervisor.

#### Clerk of the Board Assistant III:

All of the duties listed above plus: coordinates Board of Supervisors, Special districts and Hearing Board agenda process and provide direction to subordinate personnel; attends Board of Supervisor meetings and summarizes official actions within specific time frames; coordinates ongoing development of the Clerk of the Board Internet and Intranet home pages; trains, provides technical guidance, evaluates work of subordinates and provides input for employee performance reports; schedules assignments; provides quality control by maintaining files of matters in progress and expedites their completion, meeting strict deadlines; under supervision of Board Operations Supervisor, serves as first-line contact for attendance functions; researches and makes recommendations as well as evaluate suggestions by subordinates regarding policies and procedures; analyzes complex problems and coordinates

preparation and certification relating to the processing of legal documentation; organizes work of focus teams; provides oversight, quality control and monitors progress of projects; acts in the absence of a section manager.

### **MINIMUM QUALIFICATIONS:**

Knowledge level: T = Thorough; G = General; -- = Not Applicable

Classification level: I = Clerk of the Board Assistant I;  
II = Clerk of the Board Assistant II;  
III = Clerk of the Board Assistant III;

### **Knowledge of:**

<b><u>I</u></b>	<b><u>II</u></b>	<b><u>III</u></b>	
G	T	T	Office clerical procedures.
G	T	T	Reporting procedures of legislative and administrative boards to include the Hearing Board Rules of Procedures.
G	T	T	Indexing and filing rules and systems.
G	T	T	County organization and operating policy and procedures.
G	G	T	Various governmental codes, Board policies, County Charter, Board of Supervisors and county budget and General Plan Amendments.
G	G	G	Basic arithmetic to add, subtract, multiply, divide, compute percentages.
G	G	G	Data processing systems and terminology.
--	G	G	Basic accounting/bookkeeping principles.

### **Skill and Abilities to:**

- Use typewriter and computer keyboards with speed and accuracy.
- Read and comprehend a variety of technical reports, correspondence and documents.
- Condense text to summaries.
- Compose correspondence and routine reports.
- Retrieve, store and purge information in a wide variety of filing systems.
- Input and retrieve data and information stored in a computerized record system.
- Sort and classify data and information.
- Check and compare technical and legal information.
- Compile, check and verify data and information for accuracy and completeness.
- Compile and summarize data and information; maintain records.
- Operate office equipment including recorders, transcribing and scanning equipment, public address systems, personal computers, microfilm and microfiche equipment, and photocopiers.
- Take notes and condense text into summaries.
- Layout and format documents and correspondence.
- Read and comprehend a variety of technical reports, correspondence, and documents.
- Organize, prioritize, and schedule workload to meet strict deadlines.
- Update and maintain records, logs, rosters and registers.
- Read and interpret departmental policies and procedures.
- Communicate orally and in writing and to deal effectively with other employees and the public.
- Proofread and verify data for accuracy and completeness.
- Read, interpret, carry out and explain to others policy and procedures.
- Interact effectively with all levels of county staff, representatives from outside agencies and the public in a diplomatic matter.

Clerk of the Board Assistant III (in addition to the above)

- Plan and schedule work assignments.
- Review and monitor the work of subordinates.

**EDUCATION/EXPERIENCE:**

Education, training, and experience, which demonstrates the possession of the knowledge and skills listed above. Examples of such education/experience combinations are:

Clerk of the Board Assistant I:

At least two (2) years of office clerical experience, one (1) year of which must have been at the level of Intermediate Clerk Typist for the County of San Diego. Experience must have included processing and maintaining records and

Clerk of the Board Assistant I (Continued):

files; providing government-related information; handling high volume phone and counter contact and the use of various automation systems.

Previous reporting and/or experience in writing minutes are highly desirable.

Clerk of the Board Assistant II:

1. One (1) year of experience equivalent to a Clerk of the Board Assistant I with the County of San Diego; OR,
2. Two (2) years of experience with responsibility for maintaining official records of proceedings and the status of items in progress. One (1) year of such experience must have been in providing support to an official body similar to the Board of Supervisors, special districts, city councils, hearing boards or other comparable legislative or advisory board. Experience must have included processing and preparing agendas, summarizing official actions, scheduling meetings and using automated record systems.

Clerk of the Board Assistant III:

1. Two (2) years of experience equivalent to a Clerk of the Board Assistant II with the County of San Diego; OR,
2. Three (3) years of experience with responsibility for maintaining official records of proceedings and the status of items in progress. Two (2) years of such experience must have been in providing support to an official body similar to the Board of Supervisors, special districts, city councils, hearing boards or other comparable legislative or advisory board. Experience must have included processing and preparing agendas, summarizing official actions, scheduling meetings and using automated record systems.

**Note:** Possession of a certificate of completion for a clerical, secretarial or other office-related curriculum from a community college or vocational school is highly desirable and may be substituted for one year of the required clerical experience.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Note:**

Some positions shall be required to perform notary services. Any expenses associated with performing notary services for the County will be incurred by the County of San Diego.

**Character:**

Must have a reputation for honesty and trustworthiness. Convictions, depending on the type, number and recency may be disqualifying.

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).